GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

GAD-Procurement of Stationery, Non-Stationery, Computer appliances, Refreshments and other required items to the Chief Minister's Office, Council of Ministers, Advisors of Cabinet rank and Officers & Staff of General Administration Department–Constitution of a Common Procurement Committee – Orders – Issued.

GENERAL ADMINISTRATION (OM.I) DEPARTMENT

G.O.Rt.No.1106 **Dated:05.06.2025**

Read the following:

1. G.O.Rt.No.3553, GA(OP.III)Dept., dated 27.8.1998.
2. O.O.Ms.No.04, G.A (OP.I) Department, Dt: 10.06.2014.
3. G.O.Rt.No.1233, GA(OP.III)Dept., dated 5.6.2017.
4. O.O.Ms.No.22, G.A (OP.I) Department, Dt:15.06.2017.
5. O.O.Ms.No.51, G.A (PU-A) Department, Dt:30.06.2017
6. O.O.Ms.No.01, G.A (PU-A) Department, Dt:05.01.2018.
7. O.O.Ms.No.16, G.A (PU-A) Department, Dt:12.02.2018.
8. G.O.Rt.No.925, GA(OM.I)Dept., dt.3.6.2020.
9. O.O.Ms.No.1214, G.A (PU-A) Department, Dt:27.12.2021.

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ORDER:-

In the reference 8th read above and in partial modification of the orders issued in the G.Os. 1st and 3rd read above, a 'High Level Purchase Committee' was constituted to assess the requirement of all items to be procured for Chief Minister Secretariat and General Administration Department and to evolve a suitable system so as to ensure that quality material is purchased at the most reasonable price with the following Members:

1. The Deputy/Joint/Addl.Secy.to Govt.(Protocol& Co-ordn.)... Chairman
2. The Managing Director, APTS or his nominee …. Member
3. Addl. Secretary to Govt., Finance EBS., Fin. & Plg. (FW.EBS) Department. …. Member
4. The Addl. Secretary to Govt. (General) ... Convener

2. Government have examined the present system for procurement of stationery and other items and it has been observed that as per the orders issued in the references 2nd, 4th to 7th and 9th read above, the procurement of stationery and other items are being dealt in three (3) different wings in General Administration Department (ie., OM-I, Political-B and PAGB-II Sections) at different rates for the same items which is causing inconvenience to the administration. Therefore it is decided to streamline the procedure for procurement of stationery items, Non-Stationery items including Computer appliances, Refreshments and other required items to the Chief Minister's Office (CMO), Council of Ministers, Advisors of Cabinet rank, Officers & Staff of the General Administration Department by constituting a common procurement committee.

3. Accordingly, Government after careful consideration of the matter and in supersession of the orders issued in the reference 8th read above, hereby constitute a Common Procurement Committee for finalization of prices for all Stationery, Non-Stationery, Computer appliances, Refreshments and other required items to the Chief Minister's Office, Council of Ministers, Advisors of Cabinet rank and Officers & Staff of General Administration Department duly

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verifying the Quality and Quantity physically so as to ensure that the quality material is purchased at the most reasonable price, with the following :

Sl.No.	Designation	
i	Deputy/Joint/Addl. Secy. to Govt. (General), G.A. Department.	Member
ii	Deputy/Joint/Addl. Secy. to Govt. (Protocol), G.A. Department.	Member
iii	Deputy/Joint/Addl. Secy. to Govt. (Political), G.A. Department.	Member
iv	Deputy/Joint/Addl. Secy/Spl. Secy., to Govt. Finance (FMU-GAD) Department	Member
v	The Managing Director, APTS or his nominee	Member
vi	Assistant Secy. to Govt. G.A (OM) Department.	Convener

- Among the Sl. Nos. i to iii, the Cadre Officer / Senior Member will be chaired to the meeting.

4. The Terms of References are mentioned below for the above Committee:

i. The Procurement Committee shall be responsible for finalizing the rates for undertaking procurement of all Stationery, Non-Stationery including Computer appliances, Refreshments and other required items to the Chief Minister's Office, Council of Ministers, Advisors of Cabinet rank and Officers & Staff of General Administration Department in compliance with all applicable procurement regulations, rules, and guidelines as per A.P Financial Code.

ii. The Committee shall be responsible for publication of Notification through G.A (OM.I) Department for inviting bids from reputed suppliers as per the prescribed procurement procedures and rules in force and finalizing the prices duly evaluating the bids based on pre-determined criteria such as cost-effectiveness, quality, and the supplier's previous performance.

iii. The Committee shall prepare and finalize the agreement to be entered with the selected Agency which shall also include penalty provisions in case of non-supply of items within time, supply of lower quality material and supply of material different from Government order.

iv. The Committee will ensure that the procurement process is competitive, transparent, and fair, adhering to the principles of efficiency and economy.

v. The Committee will oversee the execution of procurement decisions duly complying with the financial and administrative guidelines of the Government and ensure that all items procured shall meet the required quality standards and specifications.

vi. All procurement Wings of General Administration Department shall abide by the decisions made by the Committee.

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vii. Regular reports on procurement activities shall be submitted by the Committee to the competent authority for review and approval.

viii. The Committee is empowered to resolve any procurement-related disputes which may arise in future and also earlier pending disputes, if any and escalate unresolved issues to the appropriate authority.

5. Accordingly the Common Procurement Committee shall finalize the rates for all procurement in General Administration Department and approved by the Government. The concerned wings (ie., OM-I, Political-B and PAGB-II Sections) in General Administration Department to follow the rates as finalized by this Committee following due procedure.

6. This order shall come into force with immediate effect and will remain valid until further orders.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUKESH KUMAR MEENA
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Deputy/Joint/Addl. Secretary to Govt. (General), General Administration Department and Member
The Deputy/Joint/Addl. Secretary to Govt. (Protocol), General Administration Department and Member
The Deputy/Joint/Addl. Secretary to Govt. (Political), General Administration Department and Member
The Deputy/Joint/Addl. Secretary /Special Secretary to Govt. Finance (FMU-GAD) Department and Member
The Managing Director, APTS and Member.
The Assistant Secretary to Govt. G.A (OM) Department and Convener
The Finance (FMU-GAD) Department.
The Finance (OP) Department
Copy to:
The G.A (PAGB.II) Department.
The G.A (Political-B) Department.
The G.A (PU-A) Department.
The Assistant Secretary to C.M.R.F.
PS to Principal Secretary to C.M
PS to Chief Secretary to Government.
The PS to Principal Secretary to Govt. (Poll), G.A. Department.
SF/SC.(2570153)

//Forwarded :: By Order//

SECTION OFFICER